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Addendum No. 1 to the Small Procurement Request for Proposal (RFP)
Transcription Services
April 16, 2012

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined (ex. language added) and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~).

1. Revise Section 1.2.1.1.1 as follows:

1.2.1.1.1 Contractor shall pick-up the MP3 files from the Office of Fair Practices located at 2001C Commerce Park Drive, Annapolis, MD 21401 or provide the equipment and services of a secure FTP client for file transfer. If Contractor opts to make a personal pick-up, the Office of Fair Practices will either place the MP3 files on a CD/DVD storage device or on a USB flash drive.

2. Revise Section 1.2.1.1.1.1 as follows:

1.2.1.1.1.1 If the Contractor opts to make a personal pick-up of a storage device housing the MP3 files, the Contractor shall return the storage device by personal delivery to the Office of Fair Practices.

3. Revise Section 1.2.1.1.2 as follows:

1.2.1.1.2 Contractor shall ~~delivery~~ completed transcripts to the Office of Fair Practices via ~~email delivery~~ the Contractor's secure FTP client for file transfer or personal delivery via a CD/DVD storage device or on a USB flash drive. If Contractor opts to make delivery to the AOC via the Contractor's secure FTP client, Contractor shall provide the necessary equipment and associated services to the AOC to receive the transcripts via the secure FTP site.

Date Issued: April 16, 2012
Anna Pfeifer, Procurement Officer